



The Edinburgh Jazz & Blues Festival (EJBF) is Scotland's flagship jazz and blues event, attracting audiences of 55,000 people with a distinctive, world class programme that appeals to a broad range of the public. Its annual July festival programme includes around 120 concerts and two substantial free admission events, the Mardi Gras and Edinburgh Festival Carnival. The company presents year-round learning and community programmes and Scottish and international jazz, blues and multicultural events.

Further information on current and past programmes can be viewed at edinburghjazzfestival.com

Production Manager Job Description

Job Purpose: Planning, management and delivery in all areas of production

Reporting To: Festival Producer

Duties and Responsibilities

- **Production Needs Assessment**
 - Assessing the production needs of various festival concerts within the budgets agreed by the Festival Producer
- **Production Scheduling**
 - Creating the festival's technical production schedule
 - Creating master production schedule and timelines including load-in and strike schedules
 - Building, maintaining and troubleshooting the daily schedules during the festival
 - Being on-site from venue load-in to strike. This includes both supervision and hands-on work
 - Remaining on-call throughout the festival to support all staff
- **Artist Management**
 - Managing external contracts and contracting artists on the basis of agreements made by the Producer
 - Satisfying the terms and conditions of all riders. This includes accommodation, transportation, immigration, stageplots, backline, PA, comps, catering etc
 - Producing performance schedules and supplementary information and artists itineraries

- **Venue Management**
 - Reviewing venue contracts and liaising with venues on backstage and dressing room facilities, staging, appropriate access facilities and times, FOH management and ticket sales arrangements
 - Setting-up the venues that EJBF manage including appropriate staffing arrangements for front of house, technical support, and for full satisfaction of health and safety issues, licensing requirements etc.
 - Ensuring the smooth running of St Bride's Centre for EJBF events and to interface with the St Bride's Management on an ongoing basis
- **Digital Management**
 - Engaging and briefing digital recording teams and ensuring that they have the technical support to deliver online streaming to an agreed platform and to manage the storage of digital assets
- **Human Resources Management**
 - Hiring and contracting Concert Managers, Volunteers, the Volunteer Manager and FOH staff, preparing paperwork and induction materials, supervising them during the festival
 - Maintaining EJBF's equipment inventory
- **Free Event Management (Mardi Gras and Carnival)**
 - Liaising with the City of Edinburgh Council and suppliers to deliver safe events within budget
- **Financial Management**
 - Ensuring that all financial matters are managed in accordance with company policy and procedures including ensuring that VAT, FEU and PRS are recorded accurately.
- **Liaison with all other staff**
 - Ensuring the smooth delivery of the festival including managing processes, data management and reporting etc

What we are looking for someone with:

- At least three years' experience of production management of temporary venues, festivals or large-scale arts events
- Proficient technical and production knowledge, understanding and abilities
- Ability to interact, liaise, negotiate and communicate with a broad range of people, both internal and external, in a professional and ethical manner
- Previous experience of recruitment, training and management of a team
- Good communication and motivational skills
- Excellent organisational, time management and problem-solving skills
- Ability to set and meet deadlines and cope with high pressure situations
- Strong IT proficiency and an ability to learn new software and systems

In addition to the above, it would be nice to have:

- Previous experience of working as part of a team at a festival
- Clean UK driver's licence
- Passion and enthusiasm for the arts and music
- And of course, a sense of humour...

GENERAL TERMS & CONDITIONS

Contract Type	Full time permanent contract
Hours	40 hours per week within standard office hours 10am-6pm, Monday to Friday. Weekend and evening work will be required to cover the July festival and year-round concerts. Payment of overtime does not apply to this post but time off in lieu will be offered instead.
Annual salary	£32,000–£36,000 according to experience
Holiday Allowance	20 days per annum plus 8 statutory holidays with 10 days to be taken over the Christmas and New Year period and 5 TOIL days in August
Probation Period	3 months
Pension	The festival will comply with the employer pension duties in accordance with Part 1 of the Pensions Act 2008 as amended from time to time
Location	Hybrid working until the end of May; based at EJBF office from June to the start of the festival; based onsite during events and then hybrid working from August onwards.

Please note we would also consider a short-term contract for the right candidate.

EJBF is committed to equality of opportunity and welcome applications from individuals regardless of their backgrounds and life experience.

The Production Manager will undertake any duties appropriate to the post as requested by the Producer in line with the needs of the organisation.

How to apply:

To apply please email a CV and cover letter to Fiona Alexander, Festival Producer at: Fiona@adjazz.co.uk outlining relevant experience, other skills, two references and tell us why you want the job. Please mark your email “Job Application: Production Manager”.

The deadline for applications is noon on Friday 16 December with interviews planned for the following week.